

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 2 December 2014

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 10 December 2014 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

1. Apologies for Absence

To report apologies for absence.

2. Minutes

To approve as a correct record, the minutes of the meeting of the Council held on 1 October 2014.

3. Mayor's Announcements

4. Leader's Announcements

5. Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

6. Questions from Members of the Public

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules).

7. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

8. Executive, Committees and Other Bodies

To receive the open minutes of the following bodies (minutes reproduced in the attached Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 as set out below:

- (a) Executive – 30 September 2014, 21 October 2014, 11 November 2014 and 2 December 2014 (to be laid on the table)

(Note: The recommendations from the meeting of the Executive held on 30 September 2014 were agreed by the Council at its meeting on 1 October.)

21 October 2014

59/E Annual Pay Settlement Procedure

RECOMMENDED that the Council's revised Annual Pay Settlement Procedure, as attached at Annex A to the minutes, be adopted.

60/E Information Security Policy

RECOMMENDED that the amendments to the Information Security Policy, as set out at Annex B to the minutes, be approved and the recommendations and procedure therein be adopted.

61/E Data Security Breach Management Policy and Procedure

RECOMMENDED to Council that the Data Security Breach Management Policy and Procedure, as amended and as set out at Annex C to the minutes, be approved and adopted.

62/E Flexible Working Policy and Procedure

RECOMMENDED that the Council's revised Flexible Working Policy & Procedure, as attached at Annex D to the minutes, be adopted.

63/E Off-site Working Policy & Procedure

RECOMMENDED that the Council's Off-site Working Policy & Procedure, as attached at Annex E to the minutes, be adopted.

2 December 2014 (to be laid on the table)

The Executive at its meeting on 2 December 2014 will be invited to consider the recommendations set out below. Any amendments to these

recommendations will be laid on the table and reported to the meeting.

74/E Property Acquisition Strategy

RECOMMENDED to Council that, in principle:

- a. compulsory purchase powers be used where necessary to achieve planning and corporate objectives for the benefit of the Camberley Town Centre and the wider community; and
 - b. the costs and benefits of any specific action be considered at the time a specific decision is taken, to ensure that both the risks and the costs to the Council are minimised.
- (b) Planning Applications Committee – 22 September 2014, 22 October 2014 and 17 November 2014
 - (c) External Partnerships Select Committee – 25 November 2104
 - (d) Joint Staff Consultative Group – 27 November 2014
 - (e) Performance and Audit Scrutiny Committee (Scrutiny meeting) –24 September 2014 and 5 November 2014
 - (f) Community Services Scrutiny Committee – 4 December 2014 (to be laid on the table)

9. Motion

In accordance with Council Procedure Rule 12, Councillor Tim Dodds to move

“That this Council supports initiatives to commemorate notable people, places, and events in the Borough, so as to enhance civic pride in our towns and villages, to increase public knowledge of our local history, and to make our borough more interesting to visitors.”

10. Review of Polling Districts, Polling Places and Polling Stations - Frimley Green Ward (Pages 5 - 8)

11. Portfolio Holder's Question Time (Pages 9 - 10)

Councillor Keith Bush, the Regulatory Portfolio Holder to answer questions on issues relating to his areas of responsibility (Areas of Responsibility of the Regulatory Portfolio Holder are attached).

12. Exclusion of Press and Public

The Mayor to move “That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 13 and 14 below on the ground that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.”

13. Exempt Minutes

To approve as a correct record, the exempt minutes (copies included in the attached Minute Book) and to consider any exempt recommendations.

14. Review of Exempt Items

To review those items or parts thereof which can be released as information available to the public.

Review of Polling Districts, Polling Places and Polling Stations – Frimley Green Ward

Portfolio: Non-executive function

Ward(s) Affected: Frimley Green

Purpose

To review the Polling Place for Frimley Green Ward.

Background

1. The Council, at its meeting on 26 February 2014, considered the results of a consultation following a review of Polling Districts, Polling Places and Polling Stations. It was then reported that, during the consultation, a request had been received that the Frimley Church of England School, Frimley Green Road ceased to be used as a polling place for the Frimley Green IA polling district because of the disruption caused to the school's pupils by using the school as a polling place, and that parking provision at the school was not adequate.
2. As a result, a number of alternative premises had been explored and the Electoral Registration Officer had recommended, and the Council had agreed, that the Frimley Green Football Club be designated as the polling place for this polling district for future elections.
3. The Frimley Green Football Club was used as a polling station for the conduct of the European Election in May this year. However, following that election, a representation was received from a ward councillor in relation to the unsuitability of the Frimley Green Football Club premises for future elections, particularly with the high turnout anticipated at the Combined Parliamentary and Local Elections in May 2015. In addition the comments of the Polling Station Inspector and the Polling Station Staff confirmed the observations made by the ward councillor.
4. As a result an interim review of the polling place for Frimley Green ward has been conducted. All the available premises in Frimley Green have been considered, but it has not been possible to identify adequate premises in a suitable location with satisfactory access and parking arrangements which could accommodate the 3 polling stations needed for next year's Combined Election.
5. However, the Youth Centre in Wharfenden Way, Frimley Green has been identified as suitable for use as a polling place and the Youth Services has agreed to allow it to be used for future elections. As these premises are in the far south of the ward, it was considered appropriate to identify premises in the northern part of the ward, which would primarily serve the electors on Paddock Hill estate. The Frimley Community Centre in Balmoral Drive,

**Review of the Frimley Green Polling District and Polling Place
December 2014**

South (IA)	Number of Electors	North (IB)	Number of Electors
Property		Property	
Acorn Avenue	44	Banbury Close	15
Ashley Close	9	Barnard Close	21
Bartlett Place	14	Beaumaris Parade	23
Bedford Avenue	42	Berkeley Crescent	58
Bedford Crescent	46	Bowling Green Court	53
Bedford Lane	38	Broadlands	42
Beech Road	34	Caernarvon	50
Beresford Close	73	Calshot Way	92
Bramble Bank	77	Chilham Close	36
Buckhurst Road	100	Clevedon Court	19
Chartwell	20	Dunbar Road	22
Clifton Gardens	13	Elgin Way	35
Cross Gardens	7	Ely Close	35
Cross Lane	82	Essex Close	9
Elmcroft Close	25	Frimley Green Road	110
Elsley Close	15	Glamis Close	25
Frimley Green Road	148	Glencoe Close	13
Garrick Way	62	Hastings Close	38
Gloucester Close	39	Helston Close	19
Grenville Gardens	42	Hillside Crescent	20
Gresham Way	82	Lansdowne Road	72
Guildford Road	82	Ludlow Close	28
Hadleigh Gardens	53	Lydford Close	14
Heenan Close	59	Membury Close	26
Henley Drive	279	Moor Road	20
Kings Mews	27	Morton Close	64
Kingsmead	75	Osborne Close	28
Milden Close	46	Peel Avenue	65
Milden Gardens	75	Pevensey Way	240
Nursery Close	84	Radcliffe Close	32
Queensway	96	Raglan Close	40
Sayers Close	21	Sandringham Way	199
Spencer Close	24	St Andrews Way	24
Sturt Road	45	St Catherines Road	64
The Green	22	St Peters Way	27
The Hatches	109	Tenby Road	48
The Sett	5	Walmer Close	11
Timber Bank	63	Wansdyke Close	24

Wharf Road	56	Windsor Way	53
Wharf Way	17	Winterbourne Walk	11
Wharfenden Way	24	Worsley Road	345
Winston Close	46		
Total	2320		2170

EXECUTIVE PORTFOLIO – REGULATORY PORTFOLIO

All the members of the Executive have collective responsibility for decisions taken by the Executive under its terms of reference and for decisions taken by officers in accordance with the Scheme of Delegation as it relates to the functions of the Executive. The responsibilities of the portfolio holders are set out Part 3 Section D of the Constitution.

The role of a Portfolio Holder is to

- (a) to be accountable for those services within the portfolio areas of responsibility, taking the lead publicly in relation to the Executive's activities in those areas, both inside and outside the Council;
- (b) to take the lead on discussions at Executive meetings for those matters falling within the portfolio responsibilities;
- (c) to present any Executive recommendations on matters falling within the portfolio responsibilities to Council; and
- (d) to respond to issues raised by the scrutiny committees relating to the portfolio responsibilities.

The areas of responsibility currently identified for the Regulatory Portfolio are:

- Development Control
- Drainage
- Land Charges and Technical Support
- Planning Policy & Conservation
- Private Sector Housing Enforcement
- Housing

This page is intentionally left blank